

# Submitting Proposed Orders with CM/ECF

## **1. Electronic Submission of Proposed Orders Via E-Mail Attachment**

Except as the bankruptcy judge in a case may otherwise direct, a party submitting a proposed order to the clerk's office shall effect the submission electronically, via e-mail attachment, in accordance with the electronic order processing procedure set forth herein. Filers should use the sample order template form accessible at: [www.gasb.uscourts.gov](http://www.gasb.uscourts.gov).

The Bankruptcy Noticing Center's (BNC) notice of entry function shall be used by the clerk's office to effect service to any party who is not a registered participant in CM/ECF. Electronic notice will constitute service for registered participants in CM/ECF.

### **Submitting Orders:**

To submit an order to the Court, filers must email the order to the following email addresses:

#### **Judge Davis' Orders**

ProposedOrders\_LWD@gas.uscourts.gov  
SalaryOrders\_LWD@gas.uscourts.gov  
ReleaseofWages\_LWD@gas.uscourts.gov  
OrderConfirmingPlan\_LWD@gas.uscourts.gov

#### **Judge Walker's Orders**

ProposedOrders\_JDW@gas.uscourts.gov  
SalaryOrders\_JDW@gas.uscourts.gov  
ReleaseofWages\_JDW@gas.uscourts.gov  
OrderConfirmingPlan\_JDW@gas.uscourts.gov

#### **Judge Dalis' Orders**

ProposedOrders\_JSD@gas.uscourts.gov  
SalaryOrders\_JSD@gas.uscourts.gov  
ReleaseofWages\_JSD@gas.uscourts.gov  
OrderConfirmingPlan\_JSD@gas.uscourts.gov

The order must be sent as an attachment to the email and must be in word processing format, **not** a \*.PDF file. It must include the language "**Proposed Order**" in bolded large font (minimum of 20) at the top of the document.

Depending upon the type of order being submitted, the email **subject line** must include reference to the following:

- 1) Type of order being submitted such as Order; Notice of Hearing; or Negative Notice

2) The Case Number in its' entirety (for example: 98-40021 LWD)

In the assignment of case numbers, the first two digits of the case number indicate the year in which the case is filed; the next number indicates the division; the next four digits reflect a sequential number based on the number of cases filed in that year; and the judge's initials assigned to the case.

Division numbers in the Southern District of Georgia are assigned as follows:

Augusta –	Division 1
Brunswick –	Division 2
Dublin –	Division 3
Savannah –	Division 4
Waycross –	Division 5
Statesboro –	Division 6

3) Debtor(s) Name or the Style of the Adversary

Please note that proposed orders will be sorted according to the information provided in the subject line; therefore, it is essential that filers provide the necessary information in the correct format for timely orders processing.

## **2. Electronic Submission Via Computer Diskette**

A party who is not able to effect the submission of a proposed order electronically, via e-mail attachment, shall submit a 3.5 inch disk or CD containing the proposed order to the clerk's office. The proposed order shall be submitted in a WordPerfect format together with any attachment, exhibit, or related document to be electronically entered in connection therewith.

Filers should use the sample order template form provided at Attachment 1 and accessible at the court's website: [www.gasb.uscourts.gov](http://www.gasb.uscourts.gov).

The Bankruptcy Noticing Center's notice of entry function shall be used by the clerk's office to effect service to any party who is not a registered participant in CM/ECF. Electronic notice will constitute service for registered participants in CM/ECF.

## **3. Submission by Conventional Means**

Parties with or without legal representation who are excused by the Court from complying with the requirement to submit proposed orders electronically will be handled on a case-by-case basis. Except as the bankruptcy judge in a case directs, the filer shall use the sample order template form provided at Attachment 1 and accessible at the court's website: [www.gasb.uscourts.gov](http://www.gasb.uscourts.gov).

The Bankruptcy Noticing Center's notice of entry function shall be used by the Clerk's office to effect service to any party who is not a CM/ECF registered participant. Electronic notice will constitute service for registered participants in CM/ECF.

Attachment 1

UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF GEORGIA  
\_\_\_\_\_ Division

In re: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Debtor(s)

Case Number: \_\_\_\_\_

**PROPOSED ORDER**

*(Text body of order)*

Date: \_\_\_\_\_

\_\_\_\_\_  
United States Bankruptcy Judge

**This order prepared by:**

*Attorney/Filer Name  
Address Line 1  
Address Line 2  
Telephone Number*

*(If consent is required)*

**This order consented to by:**

*Consenting Party's Name  
Attorney for Consenting Party  
Address Line 1 (for Attorney of Consenting Party)  
Address Line 2  
Telephone Number*